



Embleton Vincent Edwards C of E Primary School

Policy	Confidentiality	
Policy Number	P011	
Ratification Date	Autumn 2023	
Review Date	Autumn 2025	
Signed	<i>Alan Craft</i>	Chair of Governors

Introduction

Embleton Primary School is committed to protecting children at all times in a safe and secure learning environment. We expect all members of our school community to uphold the highest professional standards in matters of confidentiality, recognising our responsibility to use, hold and safeguard information appropriately in fulfilling our legal, professional and voluntary roles.

This policy therefore applies to:

- Employees of the school
- Governors
- Visitors to the school
- Parents and other volunteers
- Depending on their contractual agreements, staff from external agencies delivering services on the school site

Confidentiality - Pupils

There are occasions when pupils are worried about something and feel that they cannot talk about it to their parents/carers. This can feel stressful to the child and impact their health, wellbeing and education.

We encourage children to share their experiences and difficulties in a supportive environment, always being mindful of the following:

- When talking to pupils we are kind, supportive and at all times maintain professional boundaries.
- We make it clear to the child that we cannot offer unconditional confidentiality.
- We encourage children to talk to parents/carers when this is appropriate and provide support to enable this to happen.
- We encourage children to talk to other professionals when appropriate and offer support to enable this to happen.

If a child confides information where there is a risk of a Child Protection/Safeguarding issue, or if the child is a child in need or at risk of significant harm, the Designated Safeguarding Lead (Headteacher) is informed immediately and the school's Safeguarding Policy is followed.

Confidentiality - School Nurse/school based health services

The requirement to offer a confidential service is within the professional Code of Practice for school nurses and other health service staff. Health professionals like everyone else must inform the Designated Safeguarding Lead where there is a Child Protection/Safeguarding concern.

Confidentiality - Parents/Carers/Families

Sometimes there may be family issues which affect a pupil and which the family will only disclose to the school if they are certain the information will be treated confidentially. We respect the wishes of the family. Where it is felt necessary to share the information given to us, this is discussed with the parents/carers first unless a pupil is considered to be at immediate risk and/or there is an overriding Child Protection/Safeguarding concern.

Confidentiality - Staff/Governors

Staff/governors can expect their personal situations and health to remain confidential unless:

- it impinges on their terms of contract
- it endangers pupils or other members of staff/governors
- there is a legal obligation to disclose such information
- it is necessary for legal proceedings
- the staff member's interest or the wider public interest justifies disclosure.

Staff/governors are reminded that the school is situated within a small, close community. School matters are not to be discussed outside of school, without the permission of the Headteacher or Chair of Governors. Particular care should be taken over the use of social media.

Confidentiality - Volunteers/Trainees

The levels of confidentiality expected in school is explained to all volunteers/trainees as part of their induction process.

Volunteers/trainees can expect their personal situations and health to remain confidential as above for staff/governors.

Volunteers/trainees are reminded that the school is situated within a small, close community. School matters are not to be discussed outside of school, without the permission of the Headteacher or Chair of Governors. Particular care should be taken over the use of social media.

Social Media

With the prevalence of social media platforms as part of everyday life, everyone in the school community is reminded of the 'openness' of social media. If any confidential information is shared by anyone through social media the strongest sanctions will be sought.

Data Protection

The school will ensure that it is compliant with current legislation regarding data protection, currently the 1998 Data Protection Act and the 2000 Freedom of Information Act.